Further Guidance on Reporting Program Participants and Program Outcomes (February 2003)

Introduction

This document is intended to clarify items and issues that often caused confusion when submitting your 2002 progress reports. Most of the document pertains to the program outcomes section of the report. Several pages refer to and further explain some of the screens that appear in the on-line reporting system. The title at the top of each page describes the subject matter that is addressed. You are strongly encouraged to carefully review the document and to share it with those in your County who are responsible for preparing and submitting your progress reports to the BOC. A summary of each page of the document follows:

- Page 2: Provides further instruction on how to report the number of juveniles who received program services during the fiscal year, and the average length (e.g., days) of program services they received
- Page 3: Emphasizes the concept that the average lengths of the evaluation periods for program juveniles and reference (comparison) group juveniles should be approximately the same, and provides information on important distinctions between two commonly used evaluation periods "While in Program" and "During and/or at End of Standard Period of Time from Program Entry."
- Page 4: Further explains the information that appears in the Outcomes Table of the progress report based on information you provide for each outcome in the "Outcome Setup" Screens in the on-line reporting system.
- Page 5: Reinforces the concept that results should be reported for only those juveniles who complete the **evaluation period** during the fiscal year; provides guidance on how to report the "numbers" for each outcome including counts for the number of juveniles for whom results are reported, and the basis for making the calculations to arrive at the results that are reported.
- Page 6: Provides guidance on how to report the "numbers" for each outcome when the reference (comparison) group for the program juveniles is the program juveniles prior to program entry ("Pre-Post" comparison of program juveniles).

Pages 7 and 8: Excerpts from a Power Point presentation that you may have seen previously (and is posted on our website) that provides various examples of how to calculate the results for outcomes when various reference (comparison) groups are used, and the outcomes are measured as percentages or means (the most commonly used outcome measures).

We hope the information provided will help make things go more smoothly this October.

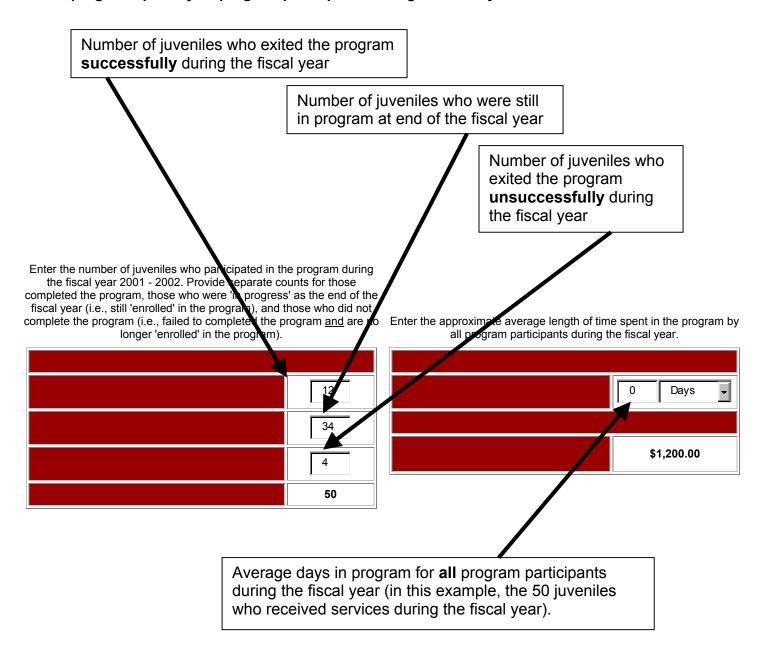
We welcome your questions and feedback, as well as any suggestions you have for improving the overall reporting process.

Number of Program Participants And Average Length of Time in Program (Information Provided in Progress Report Immediately After Fiscal Data)

All values entered should reflect program activity <u>during the fiscal year</u> (as should all progress report information). See below explanations for what should be entered in each box.

Common errors:

- Lack of Criteria for Successful and Unsuccessful Program Completion (leading to confusion as
 to how to fill in first and third boxes on left).
- Failure to include all three categories of program participants when arriving at average time in program spent by all program participants during the fiscal year.



Definitions of Evaluation Periods

Guiding Principle: Average lengths of evaluation periods for program juveniles and reference group juveniles should be approximately the same.

Distinctions between two frequently used program evaluation periods (options 1 and 3 in the below "Outcome Setup" Screen)

"While in Program" (Option 1):

- Selection of this option indicates results reflect conduct of program participants while in the program.
- Completion of program and completion of evaluation period are one-in-the same.
- Because length of time each juvenile is in the program may vary, the length of the evaluation period for each juvenile may also vary.
- Results are reported only for those juveniles who complete the program (either successfully or unsuccessfully) during the fiscal year.
- Under this option, the <u>average</u> length of the evaluation period can't be known until the end of the fiscal year. Thus, it is important to verify that this <u>average</u> length of the evaluation period is comparable to that for the reference group juveniles (in keeping with the Guiding Principle that the two evaluation periods should be comparable).

"During or At End of Standard Period of Time from Program Entry" (Option 3):

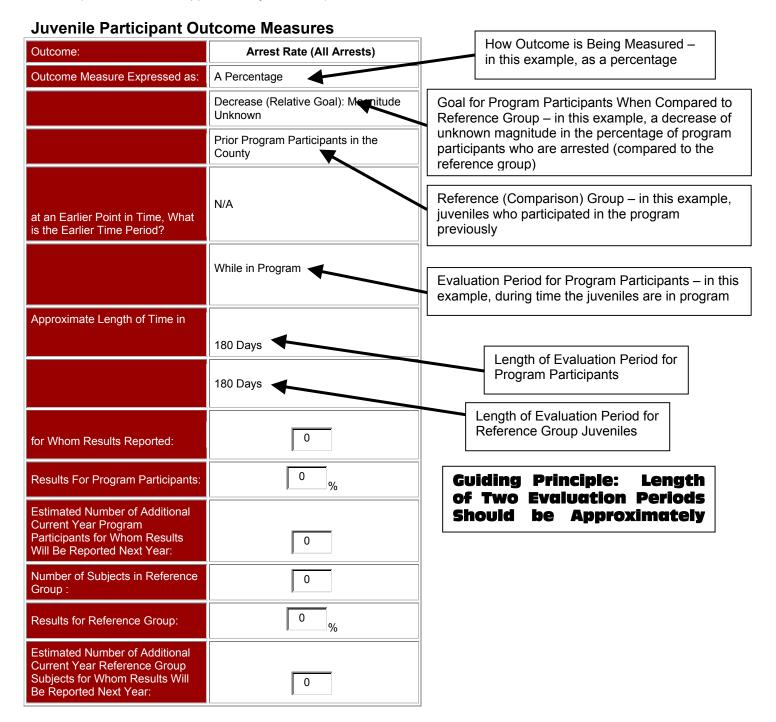
- Selection of this option indicates results reflect conduct of program participants during standard period of time from program entry.
- While the length of time each juvenile is in the program may vary, the length of the evaluation period for each juvenile is the same.
- Completion of program and completion of the evaluation period are <u>Not</u> one-in-the same. Results are reported only for those who complete the evaluation period during the fiscal year (<u>irrespective of their status in the program</u>).
- The length of the evaluation period is known and is always the same for all program participants, making it easier to establish a comparable evaluation period for the reference group juveniles.

Goal for this Outcome Refers to Conduct of Program Participants During Following Time Period. (select one) Specify the approximate average length of this time period in days in the box to the right. If you selected "At Point of Exit from Program," specify the approximate average number of days spent in the program.			
•	While in Program - (e.g., mean number of probation violations while in program)		
0	At Point of Exit from Program - (e.g., probation status at program exit, etc.)		
0	During or At End of Standard Period of Time from Point of Program Entry - (e.g., during/at end of six 6-month period from program entry, irrespective of program status at the end of 6-month period)		
0	During or At End of Standard Period of Time from Point of Program Exit - (e.g., mean number of probation violations during 6-month period following program exit)		
0	Other (Describe)		

Interpretation of Output From "Outcome Setup" Screens

The information in the boxes to the right further clarifies the meaning of the entries in the Outcome Table in the Progress Report that result from your responses to the "Outcome Setup" Screens. Entries indicate:

- How the outcome (in this case, arrest rate) is being measured
- The goal for the program juveniles when compared to the reference group juveniles
- The juveniles who constitute the reference (comparison) group
- The evaluation period for the program juveniles
- The lengths of the evaluation periods for the program juveniles and the reference (comparison) group juveniles (which should be approximately the same)



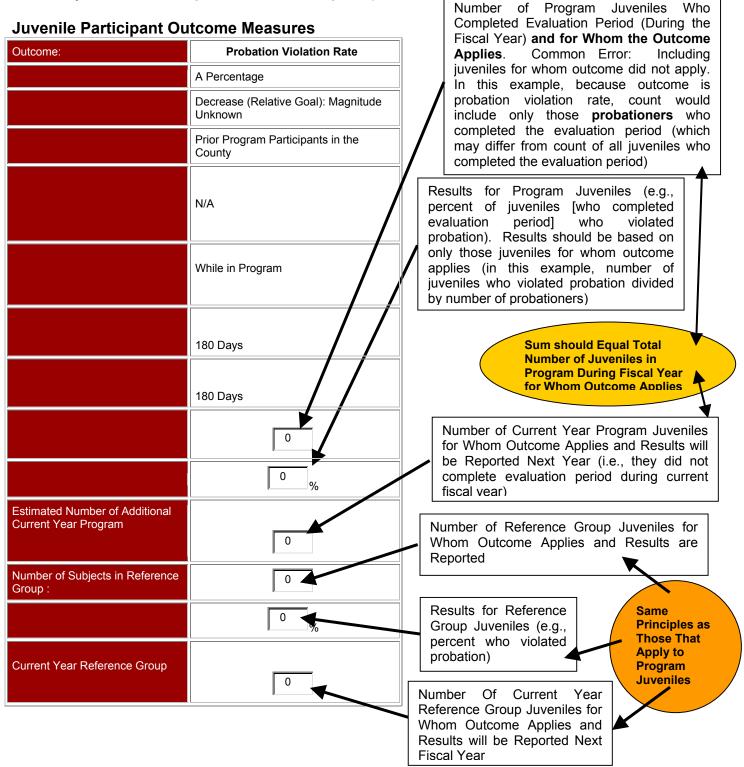
Entering Results in Progress Report

The information in the boxes to the right clarifies the results to be reported for each outcome in the Progress Report. Important concepts to remember as indicated in the boxes:

• Report results for only those juveniles who complete the evaluation period during the fiscal year – report results for other juveniles next year

• Calculate results based on those juveniles for whom the outcome applies (which may differ from number

of juveniles who completed the evaluation period)

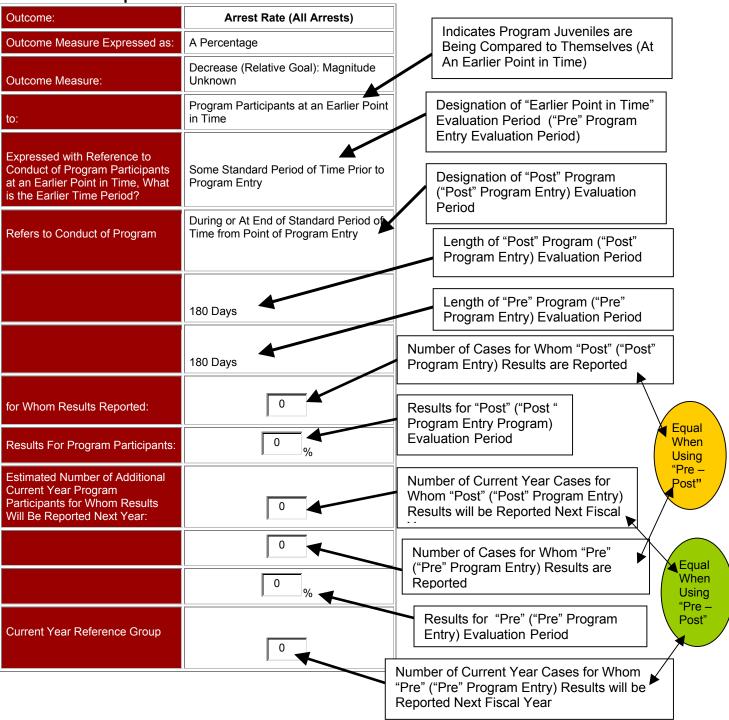


Reporting Results when Program Juveniles are Being Compared to Themselves

The information in the boxes to the right clarifies the information displayed and the results that are to be reported when the reference (comparison) group is the program juveniles at an earlier point in time. Important concepts to remember as indicated in the boxes:

- Report results for only those juveniles for whom you have <u>both</u> sets of results ("Pre" and "Post" program entry). Report results for all remaining juveniles next year.
- The reference (comparison) group consists of the program juveniles "pre" program entry.

Juvenile Participant Outcome Measures



Example Outcome Results Calculations

Example 1: Outcome: Arrest Rate (All Arrests)

Outcome Measure: Percent

Timeframe: While in Program; Averages 240 Days

Reference Group: Historical Group Similar to Group that Receives Program Services

Goal: Decrease – Magnitude Unknown

Any Arrests While in Program (Program Participants)		Any Arrests During Comparable 240 Day Time Period (Historical Group)	
Juvenile 1	Yes	Juvenile H1	Yes
Juvenile 2	No	Juvenile H2	Yes
Juvenile 3	Yes	Juvenile H3	Yes
Juvenile 4	No	Juvenile H4	No
Juvenile 5	No	Juvenile H5	Yes
Juvenile 6	No	Juvenile H6	Yes
Juvenile 7	No	Juvenile H7	Yes
		Juvenile H8	No
		Juvenile H9	No
		Juvenile H10	Yes

Results for Program Participants: $2 \div 7 = 28.6\%$ (N=7) Results for Reference Group: $8 \div 10 = 80.0\%$ (N=10)

Example 2: Outcome: Arrest Rate (All Arrests)

Outcome Measure: Percent

Timeframe: While in Program; Averages 240 Days

Reference Group: Program Participants at an Earlier Point in Time

(240 Days Prior to Program Entry)

Goal: Decrease – Magnitude Unknown

Any Arrests While in Program (Program		Any Arrests During 240 Days Prior to Program	
Participants)		Entry (Program Participants)	
Juvenile 1	Yes	Juvenile 1	Yes
Juvenile 2	No	Juvenile 2	Yes
Juvenile 3	Yes	Juvenile 3	Yes
Juvenile 4	No	Juvenile 4	No
Juvenile 5	No	Juvenile 5	Yes
Juvenile 6	No	Juvenile 6	No
Juvenile 7	No	Juvenile 7	Yes

Results for Program Participants (While in Program): $2 \div 7 = 28.6\%$ (N=7) Results for Reference Group (Prior to Program): $5 \div 7 = 71.4\%$ (N=7)

Example 3: Outcome: Arrest Rate (All Arrests)

Outcome Measure: Percent

Timeframe: While in Program; Averages 240 Days Reference Group: Prior Program Participants in the County

Goal: No Change

Any Arrests While in Program (Program		Any Arrests During Comparable 240 day Time	
Participants)		Period (Prior Program Participants)	
Juvenile 1	Yes	Juvenile P1	Yes
Juvenile 2	No	Juvenile P2	No
Juvenile 3	Yes	Juvenile P3	Yes
Juvenile 4	No	Juvenile P4	Yes
Juvenile 5	No	Juvenile P5	No
Juvenile 6	No	Juvenile P6	No
Juvenile 7	No	Juvenile P7	No
		Juvenile P8	No
		Juvenile P9	No

Results for Program Participants: $2 \div 7 = 28.6\%$ (N=7) Results for Reference Group: $3 \div 9 = 33.3\%$ (N=9)

Example 4: Outcome: Arrest Rate (All Arrests)

Outcome Measure: Mean

Timeframe: While in Program; Averages 240 Days Reference Group: Prior Program Participants in the County

Goal: Decrease – Magnitude Unknown

Number of Arrests While in Program (Program		One or More Arrests During Comparable 240	
Participants)		day Time Period (Prior Program Participants)	
Juvenile 1	1	Juvenile P1	2
Juvenile 2	0	Juvenile P2	0
Juvenile 3	2	Juvenile P3	1
Juvenile 4	0	Juvenile P4	3
Juvenile 5	0	Juvenile P5	0
Juvenile 6	0	Juvenile P6	0
Juvenile 7	0	Juvenile P7	0
		Juvenile P8	0
		Juvenile P9	0

Results for Program Participants: $3 \div 7 = .42$ (N=7) Results for Reference Group: $6 \div 9 = .67$ (N=9)

Example 5: Outcome: Education – Academic Achievement (Grade Point Average)

Outcome Measure: Mean

Timeframe: At Program Exit; Averages 240 Days

Reference Group: None (Absolute Goal)

Goal: 3.0

Grade Point Average at Program Exit		
Juvenile 1	2.6	
Juvenile 2	3.7	
Juvenile 3	2.9	
Juvenile 4	1.5	
Juvenile 5	3.4	
Juvenile 6	2.7	
Juvenile 7	3.1	

Results for Program Participants: $(2.6 + 3.7 + 2.9 + 1.5 + 3.4 + 2.7 + 3.1) \div 7 = .2.84 (N=7)$

Results for Reference Group: N/A